

System Test Coordinators' Responsibilities - Before and During Testing



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System Test Coordinators' Responsibilities – CRT (TC Manual: p. 20)

- ✓ Serve as each school's contact person with Measured Progress
- ✓ Refer to the barcode/coding table in Appendix C of the Test Coordinator's Manual for instructions regarding barcodes and Student Response Booklet coding for your specific type of school. The table is also posted on OPI's website:
www.opi.mt.gov/pdf/assessment/07BarCodes.pdf

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System Test Coordinators' Responsibilities – CRT

- ✓ Provide training for school test coordinators and test administrators
- ✓ Distribute OPI test security and accommodations material.
- ✓ Sign Security Agreement
- ✓ Oversee the inventory, distribution, collection, and return of all test materials to Measured Progress
- ✓ Distribute materials for CRT-Alternate

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System Test Coordinators' Responsibilities CRT-Alternate

- Communicate with special education director and/or special education teachers to determine which students will take the CRT-Alternate.
- Verify that Section 1, page 2, “Student participated through alternate assessment this year” was bubbled for all students taking the CRT-Alt.

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System Test Coordinators' Responsibilities CRT-Alternate ..

Receive and deliver Test Activity Material Kit and training CD to teachers administering the CRT-Alternate

- The Test Activity Material Kit:
 - An accordion file with materials such as graphics, sentence strips, and other tools to assist in the administration of the CRT-Alternate.
 - Material Replacement Order Form
- A CRT-Alternate training CD will be included in the kit.
- The Test Activity Material Kit will be sent to System Test Coordinators, but teachers administering the CRT-Alternate need this as soon as it arrives – please distribute immediately!

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System Test Coordinators' Responsibilities CRT-Alternate ...

Download, print, and distribute the 2008 CRT-Alternate Test Administrators Manuals and Test Booklets.

- Online addresses are published in *JUMP*
- Test Booklets will be on a secure site accessible by password. Details were provided in a memo mailed to System Test Coordinators on January 28.
- Test booklets and manuals are online beginning February 6

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System Test Coordinators' Responsibilities CRT-Alternate

- Deliver CRT-Alternate test materials
 - Student answer booklets (SRBs)
 - Student Barcode Label(s) (to arrive with CRT testing Materials)
 - Instructions
 - Envelope for returning documents
- Work with teachers administering the CRT-Alternate to transfer scores to SRB and prepare materials for return to Measured Progress.

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School Test Coordinators' Responsibilities (TC Manual: p. 25)

- ✓ Develop a testing schedule for your school
- ✓ Distribute test materials to test administrators
- ✓ Provide training for test administrators on testing procedures, coding, barcode labels, test security, and accommodations.
- ✓ Collect signed Security Agreements from test administrators and submit to school principal

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Test Session – Directions

- “This test session will take approximately 45-55 minutes to complete. Students who are working productively should be given as much time as needed to complete the test. Students who need more time (over 55 min.) may need to be relocated to a different testing location. If students need to be relocated, you must first collect all testing materials from students. Students should not converse or interact with other students during the relocation, and testing materials will be returned once they are situated. This standard accommodation (extra time over the time range) must be coded on page 2 in the Student Response Booklet after testing is completed.”

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System Test Coordinator -Handling of Test Materials

- ✓ Test materials will be delivered to the System Test Coordinators via UPS February 19 through 25.
- ✓ Call **Measured Progress** at **1-888-792-2741** if you have not received your materials by February 28.

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System Test Coordinator - Handling of Test Materials ..



- ✓ Do not remove, deface, or destroy barcode labels on boxes
- ✓ Save boxes for return of test materials to Measured Progress
- ✓ UPS Return Service (RS) labels are included for shipping boxes back to Measured Progress

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System Test Coordinator - Inventory Test Materials

(TC Manual: p. 20)



- ✓ Open and inventory test materials upon receipt using Materials Summary form.
- ✓ Go online to order additional test materials.
<http://iservices.measuredprogress.org>
- ✓ Immediately distribute test materials to School Test Coordinators!

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Distributing Test Materials & Briefing Test Administrators

(TC Manual: p. 24)

- ✓ Distribute *Test Administrator Manuals* to all test administrators.
- ✓ Ask test administrators to review their grade-specific *Test Administrator Manuals*.
- ✓ Schedule training meetings to explain procedures to test administrators.



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Test Administrator Training

- ✓ At your test administrator training, please review
 - 0 **Student test materials**
 - 0 **Test Schedule**
 - 0 **Student information (*barcode labels, accommodations and special programs*)**
 - 0 **Proper testing procedures and test security**



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School Test Coordinators – Collecting Materials After Testing

(TC Manual: p. 31)

PLEASE MAKE SURE THAT ALL

- ✓ test materials are returned by each test administrator and counted.
- ✓ white envelopes labeled, “For return of used answer documents” are sealed.
- ✓ test materials are returned to the System Test Coordinator on or before March 27.
- ✓ CRT-Alternate Test Material Kits are collected from teachers and stored in a secure location within the school.

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System Test Coordinator – Return of Test Materials

(TC Manual: 34)



- ✓ Arrangements for UPS pickup must be made no later than 11:00am, on Thursday, March 27th. After this date, Measured Progress will send UPS out to all schools who have not scheduled a pickup, on Tuesday, April 1st. ***THIS IS A MANDATORY UPS PICKUP DAY FOR ALL CRT AND CRT-ALTERNATE STUDENT RESPONSE BOOKLETS AND OTHER TESTING MATERIALS.***

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Schedule for Return of Test Materials...

March 27, 2008	<u>Last day to schedule</u> UPS pickup for CRT and CRT-Alternate Used Student Response booklets and other testing materials.
March 28, 2008	<u>Last day to ship</u> via UPS used CRT and CRT-Alternate Student Response booklets and other test material to be returned to Measured Progress
April 1, 2008	<u>UPS automatic pickup</u> of all other test materials (if a pickup was not scheduled with UPS before March 27

***NOTE:** Failure to return your answer documents on April 1st for an April 3 delivery to Measured Progress will delay the release of statewide results